

AGENCY FOR INTERNATIONAL DEVELOPMENT
WASHINGTON, D.C. 20523

698-0526

PDFCY492

AUG 9 1991

Mr. Joel H. Lamstein
President
World Education
210 Lincoln Street
Boston, MA 02111

Subject: Grant No. AFR-0526-G-00-1091-00

Dear Mr. Lamstein:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Granter") hereby grants to World Education, (hereby referred to as "Grantee"), the sum of \$14,998 to provide support for a program in partnership with the Tototo Home Industries of Kenya, as described in Attachment 1 and 2 of this grant, entitled "Schedule" and "Program Description" respectively.

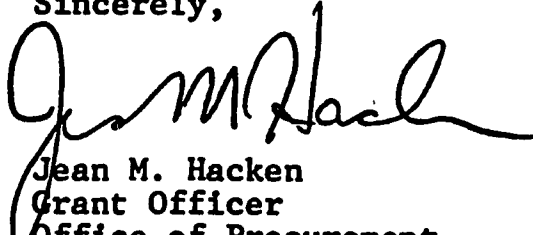
This grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives through the completion date of July 30, 1992.

This grant is made to World Education on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1, entitled "Schedule", Attachment 2, entitled "Program Description," and Attachment 3, entitled "Standard Provisions," which have been agreed to by your organization.

*

Please sign the original and each copy of this letter to acknowledge your receipt of the grant, and return the original and all but one copy to the Office of Procurement.

Sincerely,


Jean M. Hacken
Grant Officer
Office of Procurement
Overseas Division-Africa

Attachments:

1. Schedule
2. Program Description
3. Standard Provisions

ACKNOWLEDGED:

WORLD EDUCATION

By: 

Title: President

Date: Sept 7, 1991

FISCAL DATA

Appropriation:	72-111/21014
PIO/T No.:	698-0526-95-3-1611511
Budget Plan Code:	GSS1-91-31698-KG12 (181-61-698-00-69-01)
Project No.:	698-0526
Total Estimated Amount:	\$14,998
Total Obligated Amount:	\$14,998
DUNS No.:	07-327-2692
IRS Employer Identification Number:	13-1804349

Attachment 1

SCHEDULE

A. Purpose of Grant

The purpose of this Grant is to provide support for a partnership program in which World Education and Tototo Home Industries will carry out a joint feasibility study and needs assessment for women's organizations in Mozambique, as more specifically described in Attachment 2 to this Grant entitled "Program Description."

B. Period of Grant

The effective date of this Grant is the date of the Cover Letter and the estimated completion date is July 30, 1992.

C. Amount of Grant and Payment

1. A.I.D. hereby obligates the amount of \$14,998 for purposes of this Grant.
2. Payment shall be made to the Grantee in accordance with procedures set forth in Attachment 3 - Optional Standard Provision, entitled "Letter of Credit."
3. The Grantee shall submit the required documentation to the following address:

Agency for International Development
Office of Financial Management, FM/A/CMPD
RM 700, SA-2
Washington, D. C. 20523-0209

D. Grant Budget

1. The following is the budget for this Grant. The Grantee may not exceed the total estimated amount or the obligated amount, whichever is less (See Section C). No local cost financing items are authorized. Revisions to this budget shall be made in accordance with the Standard Provision of this Grant entitled "Revision of Grant Budget."

Budget

Total Estimated Cost
(7/31/91 to 7/30/92)

<u>Cost Element</u>	<u>A.I.D.</u>
WORLD EDUCATION:	
1. Personnel	\$ 2,070
2. Travel/Subsistence	4,824
3. Workshop Expenses	1,080
4. Indirect Costs (overhead)	<u>3,030</u>
Subtotal	\$11,004
TOTOTO HOME INDUSTRIES:	
1. Personnel	\$ 2,824
2. Travel	700
3. Indirect Direct Costs (overhead)	<u>881</u>
Subtotal	\$ 4,405
Total	\$15,409
LESS GRANTEE COST SHARE	<u>411*</u>
TOTAL AID CONTRIBUTION	\$14,998

*NOTE: World Education is only claiming \$2,619 of the \$3,030 authorized in overhead under this grant, therefore the balance of \$411 shall be absorbed by World Education. In addition, \$3,000 shall be cost shared by the Grantee/Subgrantee for miscellaneous program expenses. (See World Education Budget Proposal dated November 1990, hereby incorporated by referenced).

2. Notwithstanding the effective date of this grant and subject to the Mandatory Standard Provision entitled "Allowable Cost," costs incurred on or after July 1, 1991 shall be eligible for reimbursement hereunder. Such costs are included in the budget shown above.

3. The Grantee shall ensure that funding is secured to cover the expected overall costs of the program. The Grantee estimates this amount to be \$17,998 including the funding from this Grant.

E. 1. Reporting and Evaluation

a. Financial reporting requirements shall be in accordance with the Optional Standard Provision of this Grant entitled "Payment - Letter of Credit", as shown in Attachment 3. The frequency of financial reporting and the due dates of reports shall be as specified in the above referenced clause.

b. The original and two copies of all financial reports shall be submitted to:

Agency for International Development
Office of Financial Management, PFM/FM/CMPD
Room 703, SA-2
Washington, D. C. 20523-0209.

c. In addition, one copy of all financial reports shall be submitted to the A.I.D. Project Manager, Richard Hynes, or his designee, at the following address:

Agency for International Development
Office of Development and Planning, AFR/DP/PPE
Room 3911 NS
Washington, D.C. 20523-0049

d. The Grantee's financial reports shall show A.I.D. and the Grantee's costs sharing funds separately, if applicable.

e. Each financial report shall include:

PIO/T Number:	698-0526-95-3-1611511
Project Number:	698-0526
Project Name:	PVO Initiatives Project/ Partnership Initiatives Fund
Grant Number:	AFR-0526-G-00-1091-00
Project/Tech Office:	AID/AFR/DP/PPE, R. Hynes

2. Program Performance Reporting

a. The Grantee shall submit a quarterly Progress reports which briefly present the following information:

(1) A comparison of actual accomplishments with the goals established for the period. If the output of programs or projects can be readily quantified, such quantitative data should be related to cost data for computation of unit costs. These reports should detail the extent to which the goals outlined in the proposal have been achieved (e.g., a qualitative assessment of the value to participants of the workshops and training materials produced, the extent to which the World Education partnership has strengthened, the prospects for future collaboration).

(2) Reasons why established goals were not met.

(3) Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

b. Between the required performance reporting dates, events may occur that have significant impact upon the program. In such instances, the Grantee shall inform AID as soon as the following types of conditions become known:

(1) Problems, delays, or adverse conditions that will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure shall be accompanied by a statement of the action taken, or contemplated, and any AID assistance needed to resolve the situation.

(2) Favorable developments or events that enable time schedules to be met sooner than anticipated or more work units to be produced than originally projected.

c. If any performance review conducted by the Grantee discloses the need for change in the budget estimates in accordance with the criteria established in Standard Provision of this Grant entitled "Revision of Grant Budget", the Grantee shall submit a request for budget revision.

d. Two copies of each program performance report shall be submitted to the Technical Office specified in E.1.c. The final report should be submitted no later than ninety days after the expiration date of the Grant.

F. Special Provisions

1. Program Description: A summary of the Grantee's project is stated in Attachment 2 of the Grant entitled "Program Description." A more comprehensive discussion of the project description is provided by the Grantee's November 1990 proposal entitled "PVO/NGO Initiatives Project." The grantee's proposal is hereby referenced and incorporated as a part of the Grant.

2. ZIP Codes: If any of the following clauses are applicable to this grant, use the following nine-digit zip codes instead of the five-digit codes shown in the Standard Provisions:

<u>Standard Provision</u>	<u>Zip code</u>
Disputes Clause	20523-0051
Payment-Letter of Credit	20523-0209
(In addition to the zip code change, the organizational symbol for A.I.D.'s Office of Financial Management has been changed to the address shown in E.1.b. of the Schedule.)	
Ocean Shipment of Goods	20523-1419
Procurement of Goods & Services	20523-1414
Negotiated Indirect Cost	
Rates-Provisional	20523-0060 &
Use of Pouch Facilities	20523-0001

3. In addition to the Standard Provisions in Attachment 3, Mandatory Standard Provisions, the following Additional Standard Provisions are applicable to this Grant:

Payment - Letter of Credit
Air Travel and Transportation
Ocean Shipment of Goods
Procurement of Goods and Services
A.I.D. Eligibility Rules for Goods and Services
Regulations Governing Employees
Participant Training
Cost Sharing (Matching)
Use of Pouch Facilities
Conversion of United States Dollars to Local Currency

4. For the purposes of "Notices" delivered to the A.I.D. Grant Officer, pursuant to Mandatory Standard Provision No. 13, entitled "Notices", the following address shall be used:

- a) Regular U.S. Mail
Grant Officer
Agency for International Development
Office of Procurement
Overseas Division - Africa
Washington, D.C. 20523-1425
- b) By courier
Grant Officer
Agency for International Development
Office of Procurement
Overseas Division - Africa
15th floor receptionist
1100 Wilson Blvd.
Arlington, Virginia 22209

G. Indirect Cost Rates

1. Pursuant to the Optional Standard Provision of this Grant entitled "Negotiated Indirect Cost Rates-Provisional," the allowable indirect costs under this Grant shall be obtained by applying the provisional rates listed below to the base shown and for the period described.

2. Following the expiration of the period listed for the provisional rates, and pending the establishment of final indirect cost rates, the provisional rates below shall govern, in accordance with the Optional Standard Provision of this Grant entitled "Negotiated Indirect Cost Rates-Provisional."

<u>Type</u>	<u>Rate</u>	<u>Base</u>	<u>Period</u>
Provisional	38.00	See 1/	7/1/90 Until Amended

1/ Base of Application: Total cost but excluding subcontracts, subgrants and equipment.

NOTE: Under this Grant there are no overhead costs being applied to the workshop expenses. (See World Education Budget Proposal dated November 1990, hereby incorporated by referenced).

3. Not later than 90 days after the close of the Grantee's fiscal year, the Grantee shall submit to the cognizant government audit agency, proposed final indirect cost rates and supporting documentation.

H. Title to Property

No property will be acquired under this Grant.

I. Authorized Geographic Code

The authorized geographic code for procurement of goods and services under this Grant is 935, "Special Free World" countries.

J. Local Cost Financing

Local cost financing is not authorized under this Grant.

(End of Attachment 1)

Program Description

A. Activity Summary:

World Education and Tototo Home Industries will undertake a collaborative effort to perform a feasibility study and needs assessment for women's organizations in Mozambique in order to plan and design a training program in leadership and business management skills appropriate to their needs.

Over the course of 2-3 weeks, World Education's Coordinator of Southern Africa Programs, and Tototo's Director will meet with a wide variety of governmental and non-governmental organizations, and women's associations involved in community development efforts to perform the needs assessment. Following these initial meetings, a one day workshop with participants from the variety of these organizations will be held to identify training needs. Following this one day workshop, participants will independently carry out mini-needs assessments of training needs for their own organizations. The World Education/Tototo team will accompany 3-4 of these participants during these field assessments to observe results. Finally, a second one-day workshop will be held to analyze results and prepare action plans.

B. Expected Results:

The workshops and needs assessment exercise will be a learning experience for the participants and introduce them to the concepts and techniques of a participatory methodology, providing them with the skills to perform training needs assessments in their individual organizations.

World Education and Tototo will have the opportunity to consult with Mozambican partners and to design a longer term training program for women in that country.

C. Reporting and Evaluation:

World Education and Tototo will prepare a report based on their needs assessment, details of the workshops and the resulting action plans developed by each participating organization. Participants will also be asked to respond to post workshop questionnaires evaluating the usefulness of the workshop and lessons learned.

AID 1350 1 (3 87) *PIO/T	AGENCY FOR INTERNATIONAL DEVELOPMENT PROJECT IMPLEMENTATION ORDER/TECHNICAL SERVICES	1. Cooperating Country Africa Regional	Page 1 of Pages
		2. PIO/T No. 698-0526-95-3-1611511	3. <input checked="" type="checkbox"/> Original or Amendment No. _____
		4. Project/Activity No. and Title 698-0526 PVO Initiatives Project (Partnership Initiatives Fund (PIF) Grant)	

DISTRIBUTION Initials: _____ Date Posted: <u>5-3-91</u> PFM/FM/A/PPNP OFFICE OF FINANCIAL MANAGEMENT FUNDS RESERVED BY: <u>12.A.</u>	5. Appropriation Symbol 72-111/21014		6. Budget Plan Code GSS1-91-31698-KG12 (181-61-698-00-69-01)			
	7. Obligation Status <input checked="" type="checkbox"/> Administrative Reservation <input type="checkbox"/> Implementing Document		8. Project Assistance Completion Date (Mo., Day, Yr.) 9/30/92			
	9. Authorized Agent MS/OP/O/AFR		10. This PIO/T is in full conformance with PRO/AG No n/a Date _____			
	11a. Type of Action and Governing AID Handbook <input type="checkbox"/> AID Contract (HB 14) <input checked="" type="checkbox"/> AID Grant or Cooperative Agreement (HB 13) <input type="checkbox"/> PASA/RSSA (HB 12) <input type="checkbox"/> Other				11b. Contract/Grant/Cooperative Agreement/ PASA/RSSA Reference Number (If this is an Amendment)	
	12. Estimated Financing (A detailed budget in support of column (2) is attached as Attachment: No. _____)					
	Maximum AID Financing Available	A Dollars	(1) Previous Total ---	(2) Increase \$14,998	(3) Decrease ---	(4) Total to Date \$14,998.00
		B U S Owned Local Currency				
	14A Instructions to Authorized Agent MS/OP/O/AFR is requested to make a grant from the Partnership Initiatives Fund (PIF) of the PVO Initiatives Project to the PVO identified below for the activity described on the attached PIF Summary. GRANTEE: World Education 210 Lincoln Street Boston, MA 02111 Attn: Mr. Gill Garb ph. 617/482-9485 NGO Partner: Tototo Home Industries of Kenya					
	14B Address of Voucher Paying Office FM/A/PPNP AID/W: Rm. 700, SA-2					
	15 Clearances--Include typed name office symbol, telephone number and date for all clearances					

A The Project Officer certifies that the specifications in the statement of work or program description are technically adequate AFR/DP/PPE:R.Hynes <i>[Signature]</i>		Phone No. 72962	B The statement of work or program description lies within the purview of the initiating office and approved agency programs AFR/DP/PPE:R.Hynes <i>[Signature]</i>	Date 4/24/91
C AFR/DP/SA:S.Bliss <i>[Signature]</i>		Date 23/04/91	D Funds for the services requested are available FM/A/PPNP:	Date 4/30/91
E		Date	AFR/DP/PAB:G.Cauvin <i>[Signature]</i>	5/1/91
16 For the Cooperating Country The terms and conditions set forth herein are hereby agreed to Signature _____ n/a Date _____			17 For the Agency for International Development Signature M. Bonner <i>[Signature]</i> Date 5/1/91 Title AAA/AFR/DP	

See HB 3, Sup. A, App. C, Att. B, for preparation instructions. Note: The completed form contains sensitive information whose unauthorized disclosure may subject employee to disciplinary action.

AFR-0326-G-00-1091-01